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**Workplace Transformation Program**

A DAY IN THE LIFE Presentation announcement

**VERSION 1**

**Date:** FEBRUARY 2023

A Day in the Life presentation announcement – Workplace Transformation Program

***To be removed before sending***

**Objectives:** This document is to be used to announce the A Day in the life Presentation to all impacted employees and invite them to participate

**Whom should this be sent to:** All senior leaders, managers and impacted employees

**When to make the announcement** : Approximately 2 months before the opening of the new workplace

**Who should do the announcement**: Executive Sponsor

The **French version** of this document is available here : [FR version](https://wiki.gccollab.ca/images/d/d8/WTP_-_A_Day_in_the_life_presentation_announcement_FR.docx)

**TO:** All impacted employees

**CC:** Change Manager

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** A Day in the life presentation [PROJECT NAME]

**PLATFORM:** [MS Outlook]

[IF YOUR ORGANIZATION CHOOSES TO MAKE THIS PRESENTATION MANDATORY OR TO STRONGLY ENCOURAGE PARTICIPATION, ENSURE TO MODIFY THE MESSAGE BELOW ACCORDINGLY]

Good afternoon,

As part of the [PROJECT NAME] at [LOCATION], we are excited to announce the A Day in the life Presentation will be held on [ENTER DATE AND TIME] at [LOCATION OR VIRTUALLY]. To adapt to our new ways of working, and take full advantage of the mobility and flexibility that our workplace will offer, employees will have to change the way they plan their days to choose the right work location and workpoint for the their tasks and activities.

This presentation will help you understand our new workplace and equip you with the skills and abilities needed to develop efficient new ways of working.

Presentation objectives:

* Understand our organization’s **vision and expectations for our workplace**
* Understand what is an activity-based **workplace (ABW)**
* Understand activity-based **working**
* Understand the **zoning** and **workpoints** using our new floorplan
* Learn how-to plan your **work location and workpoints** based on your **activities**
* Ease the transition by familiarizing yourself with our new **GCworkplace environment**

This will be your first glimpse into what a day in our new workplace can look like and will be a great opportunity to envision yourself using it in a real context.

I look forward to seeing all of you at the presentation!

[EXECUTIVE SPONSOR NAME]